

LOGGING ON TO THE LMS

This Job Aid will assist new users how to log on and view the Learning Management System (LMS).

Start Assignments:

1. Access the employee portal web page: <https://mybeacon.nc.gov>.

Welcome State of North Carolina Employees

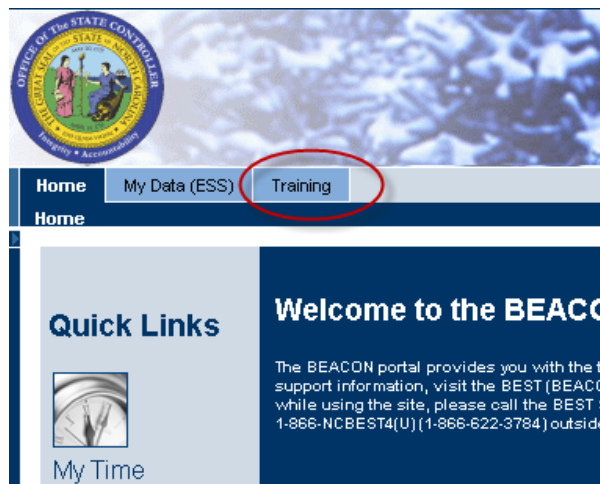
NCID *
Password *

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

2. Enter your NCID and password.
3. Click the Log On button.

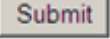


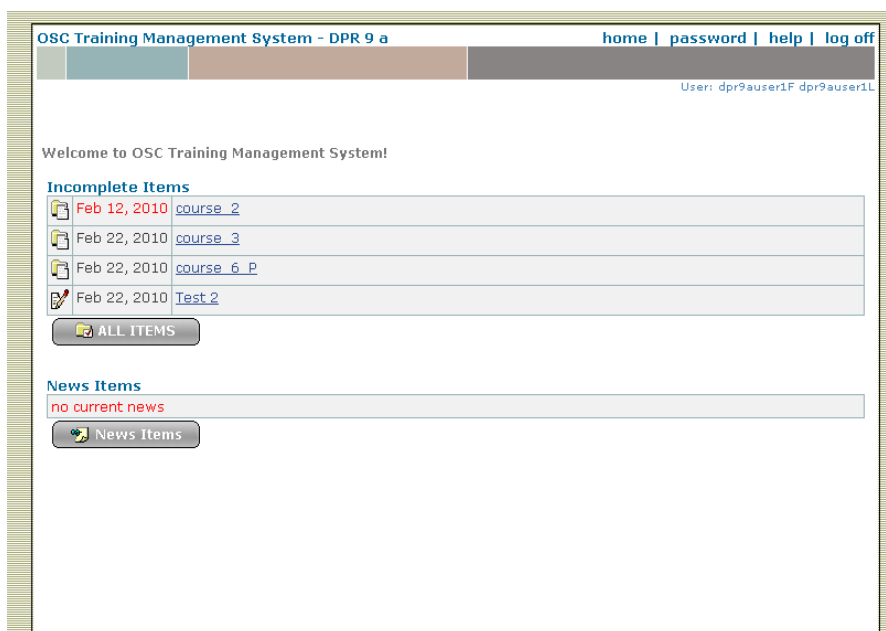
4. Click the Training tab. The LMS entry page is displayed.



Click "Submit" to enter the LMS

Submit

5. Click Submit button  and your personal Home page will be displayed.



6. Select any Incomplete Item to obtain further details for courses or actually launch web-based training.

The screenshot shows the 'OSC Training Management System - DPR 9 a' interface. At the top, there are links for 'home', 'password', 'help', and 'log of'. Below this, the user is identified as 'User: dpr9auser1F dpr9auser1'. The main section is titled 'Active Transcript for dpr9auser1F dpr9auser1L' and includes a 'Certified Active Transcript' icon and a 'View Full Transcript' link. Below this is a table with columns for 'Name', 'Due Date', and 'Status'.

Name	Due Date	Status
IS-520 Intro To Continuity of Operations Planning for Pandemic Influenzas.html (0.0)	Feb 22, 2010	Complete Feb 17, 2010
course_2	Feb 12, 2010	In Progress
course_3	Feb 22, 2010	In Progress
course_6_P	Feb 22, 2010	Not Started
Test_2	Feb 22, 2010	Not Started

- Click on 'All Items' to see a full transcript of complete and incomplete assignments.

QUICK TIPS

Where Did My Training Go? Once a user completes any assignment from the Home page, the assignment automatically shifts from the Home Page (Incomplete Items) to the completed transcript (accessible through the All Items button).

Can I stop/start/review WBT? Yes! Users can always review WBTs they have been assigned at any time – just select All Items from the Home Page and select the WBT.

Why Am I Assigned Particular Training? – Your courses and WBTs are automatically assigned based on your roles within SAP. Training Agents will enroll you in particular course sessions based on your required training needs.

Are There Prerequisites For Certain Training? Yes. Please pay attention to the Comment field of your assignments which includes important information such as the prerequisites which must be completed prior to starting certain training.